

How to Register for a Course on TRAIN

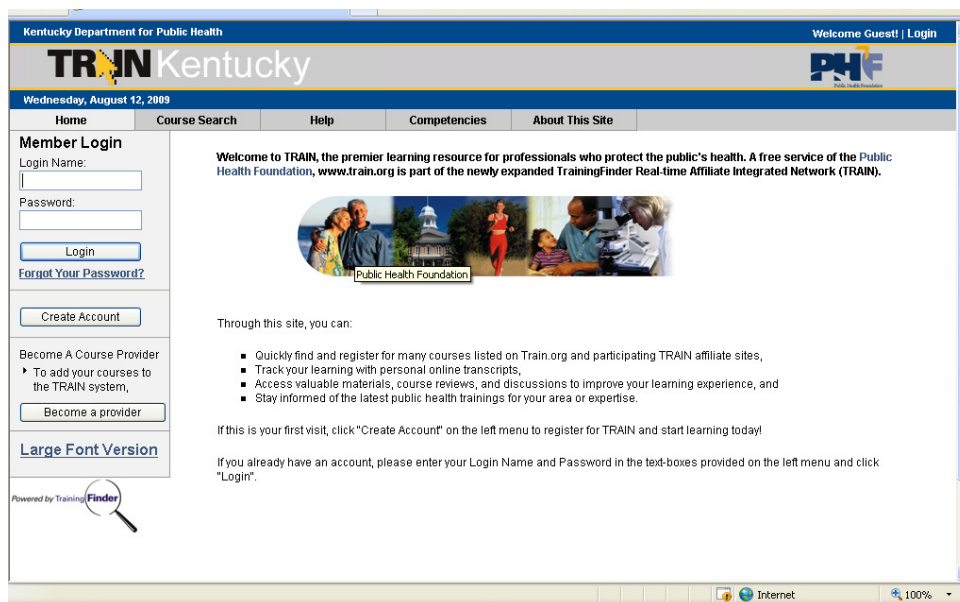
Welcome to the Kentucky Employees' Health Plan e-Learning Training Program.

If you already have a TRAIN account and have participated in a TRAIN course you may log into your TRAIN account.

If you are new to TRAIN then please follow the instructions "**How to Register Initially in TRAIN**" listed below.

How to Register Initially in TRAIN

- Type "ky.train.org" into the address field of your browser to get to the KY TRAIN site. (Remove the http:// and/or www)
- Click on "Create Account" which appears underneath the login on the left hand side of the screen. (Do this only once.) If login name or password has been misplaced, contact Hardin Stevens at 502-564-4990 x 3639 or by email at: hardin.stevens@ky.gov.



- Agree to the TRAIN Policies.

Kentucky Department for Public Health

Welcome Guest! | Login

TRAIN Kentucky

Wednesday, August 12, 2009

Home Course Search Help Competencies About This Site

Please read the following TRAIN policies carefully. If you agree to these policies, check the box below to continue with the registration.
Note: You must agree to these policies to be able to access the TRAIN website.

TRAIN Policies

- I. General Policies and Liability Terms
- II. Confidentiality Statement
- III. Learner Rights and Responsibilities
- IV. Course Provider Rights and Responsibilities
- V. Definitions

☒ I agree to these TRAIN policies *

Next Cancel

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- Fill out all the necessary information on the subsequent pages. Required fields are indicated with a red asterisk (*). Do not hit the "Back" button at any time during the registration process.

Home Course Search Help Competencies About This Site

Required Fields:

Login Name: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Title: *

Telephone (daytime): *
Example: (777)777-7777

Email: *

Confirm Email: *

Organization name: *

Department / Division: *

Address 1: *

City / Township / Town: *

Zip code / Postal code: *

Country: *
United States

State / Territory: *
-- Select --

County: *

Optional Fields:

Middle Name:

Telephone (evening):

Daytime Extension:

Pager:

Fax:

Mobile:

Bureau / Section:

Address 2:

☐ I would like to receive notifications about the site updates by email.

Please choose your secret question and provide a ONE WORD answer. You will be asked this question if you forget your password:

- Answer the secret question at the bottom of the page with an easy-to-remember, one-word answer. In the event that you forget your password, this question will be posed as a security measure during the password retrieval process. Click "Next" when finished.

- On the resulting page, you will be asked to provide your location, job role and additional professional information. There are limited choices here that apply mostly to the healthcare industry. This is not a critical field so select "Other Health Care Provider" if you do not see another selection that applies to you.

The screenshot shows the TRIN Kentucky website interface. At the top, there is a header with the Kentucky Department for Public Health logo and the text "Welcome Guest! | Login". Below the header is a navigation bar with links: Home, Course Search, Help, Competencies, and About This Site. The main content area displays a form with the instruction: "Please select from the dropdown menus below your location, agency and/or job role as appropriate." There are two dropdown menus. The first is labeled "Franklin" and has a "Back" button next to it. The second is labeled "Select Organization or Worksite" and has a "Next" button next to it. The dropdown menu for "Select Organization or Worksite" is open, showing the following options: Select Organization or Worksite, Emergency Management, Hospital, Other Health Care Provider, Public Health, and Volunteer Agencies. At the bottom of the page, there is a copyright notice: "© PHF 2003-2009 - Confidentiality Statement".

- MRC Member – Leave this unchecked unless you are a member and Click "Next".

The screenshot shows the TRIN Kentucky website interface. At the top, there is a header with the Kentucky Department for Public Health logo and the text "Welcome Guest! | Login". Below the header is a navigation bar with links: Home, Course Search, Help, Competencies, and About This Site. The main content area displays a form with the question: "Are you a member of the Medical Reserve Corps (MRC)?". There are two radio buttons: "Yes" and "No". The "No" radio button is selected. There are "Back" and "Next" buttons below the radio buttons. At the bottom of the page, there is a copyright notice: "© PHF 2003-2009 - Confidentiality Statement".

Please select up to 3 professional roles that best match your job description. Some roles may require you to select a specialization from the adjacent drop down menu. If you select "Other," please type your specialization in the space provided. Click "Next" when finished.

<input type="checkbox"/>	Law Enforcement	
<input type="checkbox"/>	Legal Professional	
<input type="checkbox"/>	Librarian / Information Specialist	
<input type="checkbox"/>	Licensure / Inspection / Regulatory Specialist	
<input type="checkbox"/>	Medical Examiner / Coroner	
<input type="checkbox"/>	Mental and Behavioral Health Professional	--Select--
<input type="checkbox"/>	Nurse	--Select--
<input type="checkbox"/>	Occupational Health and Safety Personnel	
<input type="checkbox"/>	Outreach / Field Worker	
<input type="checkbox"/>	Pharmacy Professional	--Select--
<input type="checkbox"/>	Physician	--Select--
<input type="checkbox"/>	Non-Physician Clinician	--Select--
<input type="checkbox"/>	Policy / Planner	
<input type="checkbox"/>	Program Specialist	
<input type="checkbox"/>	Public Health Official	
<input type="checkbox"/>	Public Relations / Media Specialist	
<input type="checkbox"/>	Researcher / Analyst	
<input checked="" type="checkbox"/>	Student	
<input type="checkbox"/>	Teacher / Faculty	
<input type="checkbox"/>	Volunteer	
<input checked="" type="checkbox"/>	Other (specify) _____	State Employee Required attribute.

Back Next

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- On the resulting page, please select the 3 settings that best fit your work environment. Click "Next" when finished.

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TRIN Kentucky

Wednesday, August 12, 2009

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Please select up to three (3) Work Settings that best fit your work environment. Choose Subcategories where applicable.

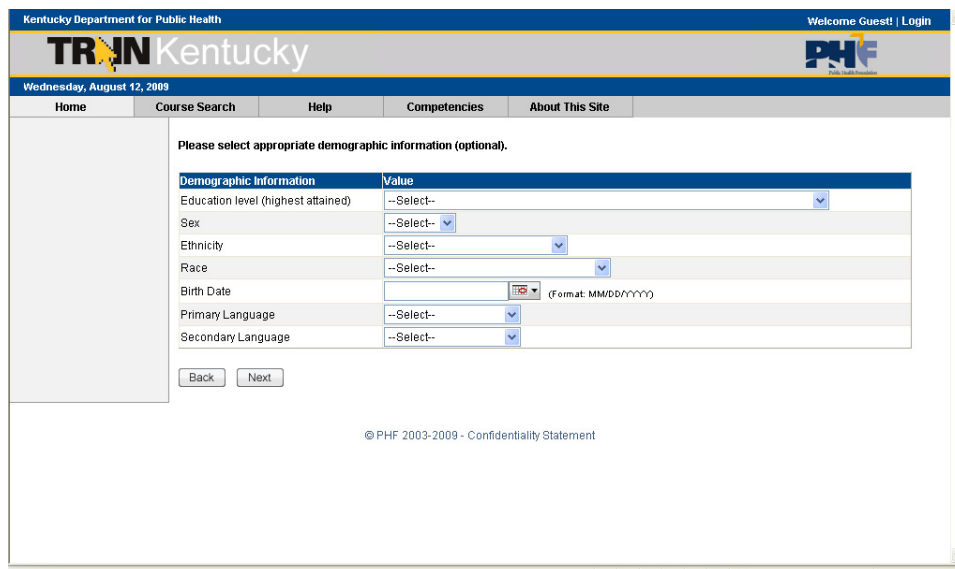
Work Settings	Value	
<input type="checkbox"/>	Academic / Educational Institution	--Select--
<input type="checkbox"/>	Official Public Health Agencies	--Select--
<input type="checkbox"/>	Military	
<input checked="" type="checkbox"/>	Other Government Agencies (except Military)	
<input type="checkbox"/>	Healthcare Services	--Select--
<input type="checkbox"/>	Indian Health Service	
<input type="checkbox"/>	Tribal Health Sites	
<input type="checkbox"/>	Non-Profit Organization (except Healthcare)	
<input type="checkbox"/>	Private Industry (except Healthcare)	
<input checked="" type="checkbox"/>	Other (specify) _____	

Back Next

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Done Internet 100%

- On the resulting page, additional demographic information will be requested. This information is not required for registration. Click "Continue" to finish registering for TRAIN.



Kentucky Department for Public Health

Welcome Guest! | Login

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Home Course Search Help Competencies About This Site

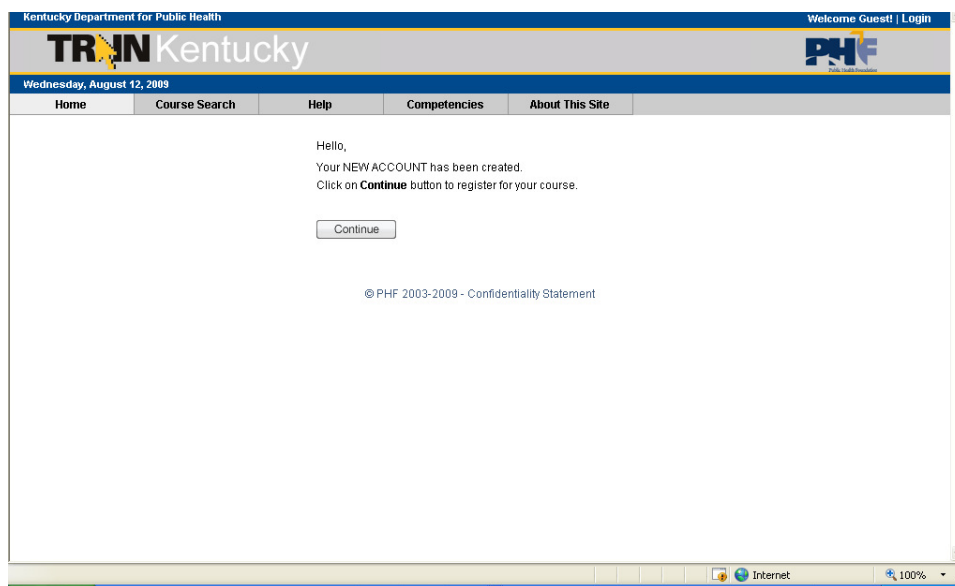
Please select appropriate demographic information (optional).

Demographic Information	Value
Education level (highest attained)	--Select--
Sex	--Select--
Ethnicity	--Select--
Race	--Select--
Birth Date	<input type="text"/> (Format MM/DD/YYYY)
Primary Language	--Select--
Secondary Language	--Select--

Back Next

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- You are now free to enter the site. Note: Learner information can be edited at any time after registration under "My Account" of the My Learning Record. It is important to keep this information current.



Kentucky Department for Public Health

Welcome Guest! | Login

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Home Course Search Help Competencies About This Site

Hello,
Your NEW ACCOUNT has been created.
Click on **Continue** button to register for your course.

Continue

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- Enter the Course ID in the "Search by Course Search ID" box (located on the right of the screen). You will find the Course ID on the IC Memo.

TRAIN Kentucky

Tuesday, June 01, 2010

Home Course Search Discussion Boards Resources Help Competencies About This Site

Spotlight

► PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)

► DPH TRAINING LINK LIBRARY

► Public Health Foundation Website

► TRAIN Frequently Asked Questions

[Large Font Version](#)

Announcements

Become a Fan of KY TRAIN on Facebook Today!

[Find us on Facebook](#)

Updating Your KY TRAIN Account

KY TRAIN Users!

To update your personal KY TRAIN account:

If you need to update or change any of your TRAIN account information:

1. Log into your personal TRAIN account.
2. Click on My Account on the right hand side of the screen underneath My Learning Record.
3. Make any changes or updates to your account information.
4. Click Save at the bottom of the page.
5. Exit your account.

KY TRAIN Assistance

If you need any TRAIN assistance:

1. Contact your Regional TRAINING Coordinator. You can access a map of the RTCs along with their contact information by clicking [here](#).
2. Contact the state TRAIN staff at kytrainsupport@ky.gov or at (502)564-4990 or at (502)564-4990.

KY TRAIN Item Module Assistance

If a Module is not working,

My Learning Record

- My Learning
- My Training Plan
- My Surveys
- Transcript
- Certificates
- Course Archive
- My Account

Search By Course ID

Course ID

Upcoming Events

- HANDS Boundaries Training - 1 6/2/2010
- Climate Change and Public Hee 6/18/2010
- HANDS Growing Great Kids Cur 6/21/2010- 6/25/2010
- Live Response: "Protecting Our 6/23/2010

- Click the Registration Tab.

TRAIN Kentucky

Tuesday, June 01, 2010

Home Course Search Discussion Boards Resources Help Competencies About This Site

Course Details

Webcast - Spring Insurance Coordinator Training 2010 PART 1-1022508-Originally aired May 12, 2010

Course Details Contacts Registration Reviews

You are now registered for this course. To launch the course please click here:

Attachment:

2010 Spring IC Training Final.pdf

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- Click on the "Launch" button.
- Now you will start to view the content of your course. Good Luck.

TO MARK COURSE AS COMPLETE AND PRINT YOUR CERTIFICATE

- After completion of course/offering return to your TRAIN account. Click on “Home” to get there.
- Click on “My Learning” under the “My Learning Link”.

TRAIN Kentucky

Monday, August 31, 2009

Home Course Search Discussion Boards Resources Help Competencies About This Site

Spotlight

- PUBLIC HEALTH ORIENTATION MODULE - 1008492 (To register and launch this module CLICK on the title.)
- DPH TRAINING LINK LIBRARY
- Public Health Foundation Website
- TRAIN Frequently Asked Questions

[Large Font Version](#)

Announcements

CDC Podcasts on H1N1 Influenza Virus Now Available Through TRAIN

- **Latest Podcast!** Novel H1N1 Flu - Creating a Safe and Healthy Workplace (6:37) (05/20/2009)
- H1N1 Message from the Acting Surgeon General (1:22) (05/13/2009)
- How to Prevent Getting and Spreading Novel H1N1 Flu (2:12) (05/11/2009)
- Crisis and Emergency Risk Communications: Countering Stigmatization (10:29) (05/06/2009)
- Mask and Respirator Usage (3:43) (05/06/2009)
- H1N1 Flu and Antiviral Drugs (3:26) (05/02/2009)
- H1N1 Influenza (Gripe porcina) (Swine Flu) (8:59) (04/30/2009)
- Symptoms of H1N1 (Swine Flu) (3:45) (04/27/2009)
- H1N1 (Swine Flu) (5:46) (04/25/2009)

Click here to view all available CDC podcasts on TRAIN

The Public Health Foundation is working with CDC to have future H1N1 Influenza virus courses/podcasts added to TRAIN as they become available. Announcements will be posted on TRAIN as new H1N1 Flu courses/podcasts are posted to TRAIN.

KY TRAIN Item #1
If you need any TRAIN assistance contact the state TRAIN staff at:
kytrainssupport@ky.gov
or
(502)564-4990 exts: 3639, 3575, 3630

My Learning Record

- My Learning
- My Training Plan
- Transcript
- Certificates
- Course Archive
- My Account

Search By Course ID

Course ID:

Upcoming Events

- Click on the  to the right of the course title that you have completed.

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Home Course Search Discussion Boards Resources Help Competencies About This Site

My Learning

Tip: Click on course title to access to course details.

Tip: Click on registration status to launch the course or to launch its Assessment/Evaluation

Tip: If you want to set a course as completed, archived, withdraw from a course or change credit type please click on 

Tip: If you want to add scheduled session to your personal calendar please click on 

Type	Name	Status	Manage
Online	GSC-Basic Ethics for the KY Executive Branch - Module - 1017677	In Progress	
Online	GSC-Fundamentals of Safety Module - 1018594	Completed, but an evaluation is pending	

[Back](#)

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- Click “Evaluation “

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Home Course Search Discussion Boards Resources Help Competencies About This Site

Course Registration Management

OSC-Fundamentals of Safety Module - 1018594

Registration Status: Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage: %

You need to take an evaluation.

To start evaluation click

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- Click “Start Evaluation “ to complete it

OSC-Fundamentals of Safety Module - 1018594

Click 'Start Evaluation' button to start the evaluation.

(150)

- Return to the “Homepage”

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Home Course Search Discussion Boards Resources Help Competencies About This Site

Course Registration Management

OSC-Fundamentals of Safety Module - 1018594

Registration Status: Completed

This course is updated automatically therefore you cannot change its status.

If you know your grade please enter it here:

Points:

Percentage: %

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- Click on the "Certificate" link

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Announcements

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My Learning Record

- My Learning
- My Training Plan
- Transcript
- Certificates
- Course Archive
- My Account

Search By Course ID

Course ID:

Upcoming Events

- Click on the title of the course and you may view/print the Certificate

Monday, August 31, 2009

Certificates

Course	Registered	Completed	Format	Score	Credit	Certificates
GSC-Fundamentals of Safety Module - 1018594	8/6/2009	8/31/2009	Web-based Training - Self-study	N/A	Not Available	TRAIN Certificate of Attendance

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- You may view/print the Certificate for yur records.

Monday, August 31, 2009

Certificates

Course	Registered	Completed	Format	Score	Credit	Certificates
GSC-Fundamentals of Safety Module - 1018594	8/6/2009	8/31/2009	Web-based Training - Self-study	N/A	Not Available	TRAIN Certificate of Attendance


File Download

Do you want to open or save this file?

Name: certificate.pdf
 Type: Adobe Acrobat Document
 From: ky.train.org

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

How to Withdraw from a Course

- Login to T.R.A.I.N. and click on My Learning under the My Learning Folder.
- Click on the  beside of the course that you wish to withdraw, click "Withdraw", OK and Back.

For information about your login name, password, or the TRAIN LMS, contact Hardin Stevens @ 564-4990 X 3639 or by email: hardin.stevens@ky.gov.